

## **Twyford Village Hall**

**To ensure the safety of all those using the Village Hall there are Special Conditions of Hire during COVID-19.**

**NB: These conditions are in addition to, not a replacement for, the Hall's ordinary conditions of hire. You will need to return signed copies of each of these documents when you hire Twyford Village Hall**

1. You, the hirer, will be responsible for ensuring all those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying Twyford Village Hall, as shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues, and completing names and contact details in the Visitor Attendance Record
2. You undertake to comply with the actions identified in the hall's risk assessment - you have been provided with a copy.
3. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. You will be responsible for keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), and using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. NB Please take care cleaning electrical equipment. Use cloths - do not spray!
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 7 days of visiting Twyford Village Hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
5. You will keep Twyford Village Hall well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that no more than an appropriate number of people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. Only one toilet is currently in use, and a double-sided sign ("ENGAGED" / "VACANT") is provided on the door leading to it from the main hall to avoid people queuing in the narrow corridor – please wait in the main hall for the toilet to become vacant.

7. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people it should be avoided.
8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and providing good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
9. Please make sure that the Twyford Village Hall Visitors Attendance Record is kept re: the name and contact telephone number or email of everyone who attends your activity or event. Your own separate record of attendance should also be kept for a period of at least 3 weeks after the event. You must provide this record to NHS Track and trace if required.
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the hall entrance before you leave the hall and lock up.
11. If drinks are made or food is offered you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. (Please contact the Village Hall committee if you plan to use the dishwasher.)
12. Twyford Village Hall Committee has the right to close the Hall if there are safety concerns relating to COVID-19, for example,
  - if someone who has attended the hall develops symptoms and thorough cleansing is required
  - if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers,
  - in the event that public buildings are asked or required to close again.If closure of the Hall is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall please observe the following:
  - remove the unwell person to the designated safe area in the small meeting room. A treatment plan for this situation is attached to the chair provided there.
  - provide them with tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.

- ensure that others in your group have provided contact details and that they then leave the premises, observing the usual hand sanitising and social distancing precautions
  - advise members of the group to launder their clothes when they arrive home.
  - inform the TVH Committee on one of the contact numbers listed at the end of this document.
14. For events with the potential to attract more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place. This can be done by :
- operating a booking system or providing attendants or stewards who will check numbers,
  - asking people to seat themselves furthest from the entrance on arrival, and to exit closest to the exits first
  - inviting people to use toilets in the interval row by row.
15. Live performances or rehearsals (e.g. drama, music) are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
16. Ask members of your group to share their own equipment with each other and to avoid using equipment which is difficult to clean, as far as possible. You will bag any rubbish involved, and remove it when you leave. You will ensure that any equipment you provide for the group is cleaned before use and/or before being stored in the hall's cupboards. A bin is provided in the hall entrance where you can deposit used cleaning tissues.
17. We advise that people using the hall leave coats or outdoor clothing on the tables in the alcove or (preferably) on their own chair, if they are using one.

**Twyford Village Hall contact numbers:**

01664 840137

01664 840774

01664 840383